



ID: 1150

Job title: Implementation and Social Value Coordinator

Service name: Business Development Team

Salary: Grade 3 (upper) point 24 to 28: £31,991 – £35,445 per annum. Additional, £480 home-based allowance per annum

Location: Home-based (national travel as required)

Hours: Full-time (37 hours per week).

Contract: Temporary Contract (initial term 6 months)

An exciting secondment opportunity has arisen to join the Business Development Team. Following an extremely successful year of retaining and winning new work, we are looking for a new Implementation and Social Value Coordinator to join our busy team and help us successfully implement newly awarded contracts.

The Role's Impact:

The Business Development Team provides a specialist support function to enable the organisation to achieve its growth objectives. We promote the strategic development of the organisation by supporting the retention of existing work and securing new contracts via Trust and Grants applications and competitive tender. Additionally, we support services by providing oversight, leadership, and guidance to key stakeholders during implementation processes.

The Implementation and Social Value Coordinator will coordinate teams drawn from across the organisation to successfully implement newly awarded contracts and mergers to high standards and support local teams through to the transition stage. As an Implementation and Social Value Coordinator you will work closely with Head of Implementation and Social Value to implement social value strategy across the whole organisation and support local projects with evidencing of their social value commitments.

Main Responsibilities:

- Work in partnership with diverse internal and external stakeholders (commissioners, strategic partners, and internal teams),
- To coordinate multiple streams of work,
- Lead on a variety of meetings, motivate, and keep Team Around Mobilisation (TAM) members accountable for assigned tasks
- To develop social value responses, service implementation plans, risk registers with mitigating actions and exit plans (where applicable) to ensure smooth transitions post implementation/exit stage.

Main Requirements:

- Demonstrable evidence of experience of overseeing the setup and exit of a projects/services
- Excellent understanding of project components, dependencies, and risks
- Understanding of social value framework in public procurement

Benefits:

- an annual paid leave entitlement of 30 working days plus bank holidays
- up to 6% matched-pension contributions
- flexible working arrangements and new starters have the right to make flexible working requests from day one of employment
- enhanced paid sick leave and paid family leave provisions



- eye care and winter flu jabs vouchers
- cycle to work scheme
- investing in your professional development with ongoing quality training and career development opportunities

To Apply:

- **Complete:** the [Application Form](#) and send to: completed.application14@family-action.org.uk
- **Closing Date:** Friday 26th April 2024 at 12:00 noon
- To learn more about Family Action: [Recruitment Pack](#)
- To learn more about our terms & conditions: [Summary Terms & Conditions of Employment](#)
- To help us fulfil our commitment to diversity and promoting equal opportunities: complete our anonymous [Equality & Diversity Monitoring Information survey](#)

For direct queries or if you would like to discuss any aspect of the selection process or flexible working requests, please email: Beata.Przebinda@family-action.org.uk or Laura.McGann@family-action.org.uk

Our commitment to Equality, Diversity & Inclusion:

We are happy to consider any reasonable adjustments that candidates may need during the recruitment process, and you will be asked whether you require any adjustments if shortlisted for interview. We also make reasonable adjustments on the job, where required.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

* Ordinarily Family Action appoints new starters at the starting point of the salary scale (with subsequent annual pay progression), unless you have experience that would justify appointment further up the salary scale or there are any other exceptional reasons.